

14 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

STAT

SUBJECT: Internal Accounting and Administrative
Control Directive

REFERENCE:

STAT

To the best of my knowledge, the activities taking place during FY 1983 within the Office of Information Services have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective.

STAT